

REFERENCE

GENERAL ORDERS

No. 24

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, DC, 23 November 1993

**ASSIGNMENT OF FUNCTIONS, RESPONSIBILITIES AND
DUTIES WITHIN THE OFFICE, SECRETARY OF THE ARMY**

1. Authority and purpose. The Secretary of the Army, pursuant to section 3013, title 10, United States Code, as amended, is responsible for and has authority to conduct all affairs of the Department of the Army. This General Order assigns to the Under Secretary of the Army; Assistant Secretaries of the Army; General Counsel; Administrative Assistant; Director of Information Systems for Command, Control, Communications, and Computers; The Inspector General; The Auditor General; Deputy Under Secretaries of the Army; Chief of Legislative Liaison; Chief of Public Affairs; and Director, Office of Small and Disadvantaged Business Utilization, functions, responsibilities, and duties pursuant to the authority contained in sections 3013, 3014, 3015, 3016, 3018, 3019, 3020, and 3022, title 10, and section 644, title 15, United States Code.

2. Authority of the Under Secretary; Assistant Secretaries of the Army; General Counsel; Administrative Assistant; Director of Information Systems for Command, Control, Communications, and Computers; The Inspector General; The Auditor General; Deputy under Secretaries of the Army; Chief of Legislative Liaison; Chief of Public Affairs; and the Director, Office of Small and Disadvantaged Business Utilization. Subject to the direction and control of the Secretary of the Army, the Under Secretary of the Army; the Assistant Secretaries of the Army; the General Counsel; the Administrative Assistant; the Director of Information Systems for Command, Control, Communications, and Computers; The Inspector General; The Auditor General; the Deputy under Secretaries of the Army; the Chief of Legislative Liaison; the Chief of Public Affairs; and the Director, Office of Small and Disadvantaged Business utilization, are hereby authorized and directed to act for the Secretary of the Army within their respective areas of responsibilities as set forth herein, and as further directed by the Secretary. This authority extends not only to actions within the Headquarters, Department of the Army (HQDA), and the remainder of the Department of the Army, but also to relationships and transactions with the Office of the Secretary of Defense, the United States Congress, and other governmental and nongovernmental organizations and individuals. Officers of the Army shall report to the above named officials regarding matters within their respective fields of responsibility as herein assigned. These above named officials are responsible within their areas of responsibilities for—

- a. The functioning and efficiency of the Department of the Army.
- b. Formulating policies and programs for the Department of the Army that are fully consistent with national security objectives and policies established by the President or the Secretary of Defense.
- c. Ensuring the effective and timely implementation of policy, program, and budget decisions and instructions of the President, the Secretary of Defense, and the Secretary of the Army, to include planning, programming, budgeting, execution, review, analysis, and evaluation.

d. Carrying out the functions of the Department of the Army so as to fulfill, to the maximum extent practicable, the current and future operational requirements of the unified and specified combatant commands.

e. Establishing and maintaining effective cooperation and coordination between the Department of the Army and the Office of the Secretary of Defense, the other military departments and agencies of the Department of Defense (DoD) and other Federal agencies to provide for more effective, efficient, and economical administration and to eliminate duplication.

f. Presenting and justifying the positions of the Department of the Army on the plans, programs, and policies of the Department of Defense.

g. Developing mobilization and demobilization policies and plans for their offices and assigned functional areas and supporting exercises designed to test mobilization plans.

h. Recommending Department of the Army positions on Legislative and Executive Branch initiatives.

i. Overseeing officer and civilian specialty and career programs and development.

j. Reviewing and evaluating internal and external audit reports and directing appropriate action.

k. Serving on boards, committees, and other groups and representing the Secretary on matters outside the Department of the Army.

l. Supervising subordinate offices, agencies, and commands.

m. Performing other duties as prescribed by the Secretary of the Army.

3. Under Secretary of the Army. The Under Secretary of the Army (USofA) is the Secretary's principal civilian assistant and, as Deputy to the Secretary, acts with the full authority of the Secretary in the general management of the department. The Under Secretary shares with the Secretary oversight responsibility for such programs and functions as may be specifically delegated by the Secretary. The Under Secretary is the Army focal point for international activities, including North Atlantic Treaty Organization (NATO) interests, in coordination with the General Counsel. In addition, the Under Secretary is assigned, but not limited to, responsibility for long-range planning and materiel requirements determination and documentation; administration and oversight of the District of Columbia Army National Guard; total quality management oversight; Civilian Marksmanship Program; and, in cooperation with the General Counsel, military support to local, state, and Federal agencies related to civilian law enforcement, civil disturbances, disaster relief, and emergency planning. When delegated by the Secretary, the Under Secretary will carry out the functions assigned to the Secretary of the Army by the Secretary of Defense relating to the Panama Canal Commission and overseeing the Panama Canal Treaty Implementation Plan. There are two Deputy Under Secretaries who report to the Secretary: the Deputy Under Secretary of the Army and the Deputy Under Secretary of the Army (Operations Research). The Deputy Under Secretary of the Army performs duties as assigned by the Secretary, and the Deputy Under Secretary of the Army (Operations Research) performs duties specified in paragraph 11 below.

4. Assistant Secretary of the Army (Civil Works). The Assistant Secretary of the Army (Civil Works) (ASA(CW)) shall have as the principal responsibility, overall supervision of the functions of the Department of the Army relating to all aspects of the civil works program. Among the responsibilities of the ASA(CW) are—

a. Department of the Army civil works program for conservation and development of the national water resources, including flood control, navigation, shore protection, and related purposes, including—

(1) Development, defense, and execution of the Army Civil Works legislative and financial program and budget.

(2) Administration of the Department of the Army regulatory programs to protect, restore, and maintain the waters of the United States in the interest of the environment, navigation, and national defense.

(3) Congressional liaison on civil works matters and Department of the Army point of contact for House and Senate Authorization and Appropriations Committees charged with oversight of the Department of the Army civil works program.

(4) U.S. Army Corps of Engineers civil works program support for other Federal agencies.

b. Principal assistant in carrying out the functions assigned to the Secretary of the Army by the Secretary of Defense relating to the Panama Canal Commission and overseeing the Panama Canal Treaty Implementation Plan.

c. Policy formulation and program direction of the Arlington National Cemetery and the Soldiers' and Airmen's Home National Cemetery.

d. Program direction of the foreign activities of the U.S. Army Corps of Engineers, except those foreign activities which are exclusively in support of United States military forces overseas.

5. Assistant Secretary of the Army (Financial Management). The Assistant Secretary of the Army (Financial Management) (ASA(FM)) shall have as the principal responsibility the exercise of the comptroller functions of the Department of the Army, including financial management functions in conformance with section 3022, title 10, United States Code, shall be responsible for all financial management activities and operations for appropriated funds and financial oversight of non-appropriated funds, and shall advise the Secretary on financial management. Among the responsibilities of the ASA(FM) are—

a. Directing and managing financial management activities and operations of the Department of the Army.

b. The Planning, Programming, Budgeting, and Execution System of the Department of the Army, including oversight of Army program development, preparation of budget estimates of the Department of the Army and otherwise carrying out, with respect to the Department of the Army, the functions specified for the Comptroller of the Department of Defense in section 137(c), title 10, United States Code.

c. Approving the establishment of and providing management oversight for operations of any financial management system, within the Department of the Army, including—

(1) Systems for cash management, credit management, and debt collection.

(2) Systems for the financial accounting for property and inventory.

d. Establishing Department of the Army finance and accounting policies, practices, and procedures in coordination with Defense Finance and Accounting Service. Coordinate finance and accounting policy related to Army classified programs. Implement plans to review and oversee the tactical finance and accounting network.

e. Maintaining a 5-year plan describing Department of the Army's proposed activities to improve financial management for the next 5 fiscal years.

f. Providing oversight of the Army-wide cost and economic analysis functions and activities, and supervision, direction, and development of Army Independent Cost Estimates.

g. Serving as a focal point for oversight, planning, systems integration, and standardization of financial management information systems.

h. Policy oversight of security assistance programs.

i. Establishing policy and directing the Department of the Army Internal Review and Audit Compliance, the Internal Management Control, and the Fraud, Waste, and Abuse Programs.

j. Providing oversight for productivity and management improvement initiatives.

k. Conducting independent reviews of financial management operations and introduction of improved financial management practices.

l. Providing assistance and support to The Auditor General of the Army and The Inspector General of the Army.

m. Serving as the Department of the Army focal point for the General Accounting Office and DoD Inspector General for policy matters involving Army Internal Review, Internal Management Control and Fraud, Waste, and Abuse Programs.

n. Maintaining liaison between the Department of the Army and Congressional Appropriations Committees except for civil works issues.

o. Designating the Comptroller of the Army to serve as the senior Army member on the Board of Directors of the Army and Air Force Exchange Service.

p. Transmitting to the Secretary of the Army a report each year on the activities of the Assistant Secretary to include a description and analysis of the status of the Department of the Army financial management during the preceding year.

6. Assistant Secretary of the Army (Installations, Logistics and Environment). The ASA(I,L&E) is responsible for Department of the Army matters related to the installations, logistics, environment, safety, occupational health, and chemical munitions demilitarization. Among the responsibilities of the ASA(I,L&E) are—

a. Installation and housing programs, to include design, construction, maintenance, and repair of buildings and utilities; acquisition, management, and disposal of real property; closures, realignments and stationing; overseas military construction, environmental, and engineering services in support of U.S. military forces and other DoD-sponsored initiatives.

b. Logistics management, to include supply, maintenance, transportation, and related automated logistics systems management; Army Energy Program.

c. All logistical matters in support of security assistance.

d. Supervision and guidance over operation of the Military Traffic Management Command.

e. Environment, safety and occupational health programs, including the Defense Environmental Restoration Account for the Army and the Formerly Used Defense Sites Program; serving as the Designated Agency Safety and Occupational Health Official for the Army.

f. Chemical Stockpile Disposal Program, including supervision of the Program Manager for Chemical Demilitarization.

- g. Army Installation Management Improvement Programs.
- h. Civic assistance matters for which the Department of the Army has been designated executive agent, except where otherwise specified.
- i. Principal assistant in overseeing Director of Military Support activities and personnel and equipment support related to civilian law enforcement, domestic terrorism, drug interdiction, earthquake and disaster relief, and civil disturbances, in coordination with the General Counsel; coordinating Secretariat participation on the Crisis Action Team, Army Operations Center.

7. Assistant Secretary of the Army (Manpower and Reserve Affairs). The ASA(MRA) shall have as the principal duty the overall supervision of manpower and reserve component affairs of the Department of the Army. Among the responsibilities of the ASA(MRA) are—

- a. Department of the Army organization and force structure.
- b. National Guard and Army Reserve policy.
- c. Recruiting and recruiting advertising.
- d. Military compensation.
- e. Morale, welfare, recreation, nonappropriated fund activities and contracts, including family advocacy, family and community support, and quality of life issues.
- f. Training and education including all international training and educational matters.
- g. Equal employment and affirmative action.
- h. Policy involving foreign nationals.
- i. Department of the Army Military Review Boards, consisting of the Army Board for Correction of Military Records, the Army Council of Review Boards, and the Army Clemency and Parole Board.
- j. Personnel security and discipline.
- k. Law enforcement and military justice matters in coordination with the Army General Counsel.
- l. Chaplaincy programs.
- m. Direction to the Army Reserve Forces Policy Committee.
- n. Army exchange and commissary matters.
- o. Military and civilian manpower and personnel policy and management.
- p. Manpower and Personnel Integration (MANPRINT) Program.
- q. Health Affairs.

8. Assistant Secretary of the Army (Research, Development and Acquisition). The Assistant Secretary of the Army (Research, Development and Acquisition) (ASA(RDA)) serves, when delegated, as the Army Acquisition Executive, the Senior Procurement Executive, the Science Advisor to the Secretary, and serves as the senior research and development official for the Department of the Army. Among the responsibilities of the ASA(RDA) are—

- a. The acquisition function and the acquisition management system of the Department of the Army.
- b. Advising the Secretary of all matters relating to acquisition management.
- c. Appointing, managing, and evaluating Program Executive Officers and direct-reporting Program Managers.
- d. Managing the Army Acquisition Corps.
- e. Representing the Department of the Army on the Defense Acquisition Board, the Nuclear Weapons Council Standing Committee, and the Conventional Systems Committee.

f. Chairing the Army Systems Acquisition Review Council and providing the Army policy representative to the Defense Acquisition Regulatory Council.

g. The procurement and contracting functions, to include exercising the authorities of the agency head for contracting, procurement, and acquisition matters pursuant to laws and regulations, the delegation of contracting authority, and the designation of contracting activities.

h. The research and development function, to include scientific and technical information, domestic transfer, advanced concepts and assessments, basic and applied research, and non-system specific advanced development.

i. International research, development, test, evaluation, and acquisition, to include data/information exchange programs, international cooperative research and development memorandums of understanding, the foreign comparative test program, the professional scientist and engineer exchange program, and participation in international forums concerning the aforementioned subjects.

j. Acquisition and industrial base matters in support of security assistance programs.

k. Initiatives with foreign countries which facilitate sales of Army Acquisition Executive managed programs.

l. Production readiness.

m. Integration of MANPRINT and integrated logistics support into the materiel acquisition process.

n. Defense Standardization and Specification Program and the application of specifications and standards.

o. Industrial Base and Army Industrial Preparedness Program.

p. Department of the Army Competition Advocate Program.

q. Department of the Army support for and acquisition of space and strategic programs.

9. General Counsel. The General Counsel (GC) is the legal counsel to the Secretary and the chief legal officer of the Department of the Army. The General Counsel's responsibility extends to any subject of law and to other matters as directed by the Secretary. Among the responsibilities of the General Counsel are—

a. Serving as counsel for the Department of the Army and as counsel to the Secretary and other Secretariat officials.

b. Coordinating legal and policy advice to all other members of HQDA.

c. Determining the Department of the Army position on any legal question or procedure.

d. Providing acquisition legal advice to the Army Acquisition Executive and Army legal representation on the Defense Acquisition Regulatory Council.

e. Providing final Army legal clearance on all legislative proposals and comments thereon of interest to the Department of the Army.

f. Preparing the annual legal basis for appropriations and the annual appropriation language sheets for each Department of the Army appropriation.

g. Administering Department of the Army legal services.

h. Providing technical supervision over and professional guidance to all Department of the Army attorneys and legal offices.

i. Providing professional guidance and general oversight with respect to representation of the Department of the Army and protection of its interests in litigation and in all other legal proceedings.

j. Overseeing compliance with the Freedom of Information Act and the Privacy Act within the Department of the Army, including any action on behalf of the Secretary on appeals from denials of information and ensuring proper resolution of issues involving access to information in Army records.

k. Serving as the designated Agency Ethics Official for the Department of the Army.

l. Exercising the Secretary's oversight of intelligence activities and monitoring sensitive Army intelligence and criminal investigative activities for legality and propriety.

m. Serving as point of contact for legal matters between the Department of the Army and the Office of the General Counsel, DoD, and the general counsel offices of the other Services and other Federal agencies.

n. Serving as point of contact between the Department of the Army and the Special Counsel of the Merit System Protection Board and overseeing Department of the Army compliance with Special Counsel requests for investigation.

10. Administrative Assistant. The Administrative Assistant (AA), a senior career official, is the principal civilian advisor to the Secretary with respect to administrative matters within the Department of the Army. Among the responsibilities of the Administrative Assistant are—

a. Providing oversight of the administration function for the Department of the Army.

b. Acting for the Secretary in an extensive variety of matters consistent with written delegations.

c. Authenticating on behalf of the Secretary directives and departmental publications and documents issued by the Department of the Army.

d. Maintaining custody of all records, books, and papers of the Department of the Army.

e. Developing command policies and ensuring the efficient administration, management, and organization of HQDA and its staff support and field operating agencies.

f. Providing oversight, supervision, and direction of specified installation-level base operations support services to HQDA and its staff support and field operating agencies, and to designated agencies and activities of the Department of Defense to include its military departments.

g. Supervising the activities of Department of the Army-resourced administrative service elements that support DoD components in the National Capital Region.

h. Providing administrative continuity in the Secretariat during normal changes and Presidential transition of officials and serving as Department of the Army focal point on all Presidential transition matters.

i. Providing staff coordination between the Secretariat and Office of the Chief of Staff, Army.

j. Providing Continuity of Operations Planning and Army Survival, Recovery, and Reconstitution System program management for the Secretariat.

k. Providing oversight of heraldry and military history.

l. Administering the Department of the Army Committee Management Program.

m. Serving as Department of the Army point of contact for the Federal Executive Boards.

n. Serving as a member of the Department of Defense Concessions Committee and the Army/Air Force Civilian Welfare Committee.

o. Serving as the Initial Denial Authority on requests under the Freedom of Information Act for HQDA, except where otherwise delegated.

11. The Deputy Under Secretary of the Army (Operations Research). The Deputy Under Secretary (Operations Research) (DUSA(OR)) is responsible for—

a. Managing the Army Study Program, the Model Improvement Program, and the Simulation Technology Program.

b. Establishing policy for operations research and systems analysis activities for Department of the Army analytical support services.

c. Supporting the Army Systems Acquisition Review Council, Defense Acquisition Board, and similar systems acquisition review committees.

d. Providing policy and program direction for the Army Officer Operations Research Education Program.

e. Approving test-related documentation for the Department of the Army and forwarding it to the Office of the Secretary of Defense.

f. Serving as principal Department of the Army interface with the Director, Defense Research and Engineering, and the Director, Defense Operational Test and Evaluation.

g. Providing policy and oversight for Army Contracted Advisory and Assistance Services.

12. Director of Information Systems for Command, Control, Communications, and Computers. The Director of Information Systems for Command, Control, Communications, and Computers (DISC4) is responsible for the information management function for the Department of the Army. Among the responsibilities of the DISC4 are—

a. Formulating policy and managing information systems in the Information Mission Area (IMA) for automation, communications, records management, publications and printing, and visual information disciplines and library activities throughout the Department of the Army, which include the theater, tactical, strategic, and sustaining base environments.

b. Serving as military deputy to the Army Acquisition Executive for acquisition of communications systems, information systems, and command and control systems with responsibility for the research, development, and acquisition of these systems.

c. Developing requirements, directing, and managing the information management activities of sustaining base information systems.

d. Providing oversight of joint military satellite communications programs and projects.

e. Serving as liaison between the Department of the Army and the Congressional Joint Committee on Printing.

f. Managing the Army Information Systems Security Program.

g. Providing oversight for the Army Spectrum Management Program.

13. The Inspector General. The Inspector General (TIG) is responsible for the inspector general function for the Department of the Army. Among the responsibilities of The Inspector General are—

a. Managing the Department of the Army inspector general inspection, nuclear and chemical surety, records access and release, assistance, investigation and inspector general training programs.

b. Providing the Secretary and Chief of Staff with a continuing assessment of command, operational, logistical, and administrative effectiveness of the Department of the Army.

c. Conducting inspections and investigations as directed by the Secretary, Under Secretary, Chief of Staff, and vice Chief of Staff.

d. Providing an independent oversight of all Army intelligence activities under direction of the Secretary, in coordination with the General Counsel and in compliance with appropriate laws, executive orders, and regulations.

e. Serving as the Department of the Army focal point for the General Accounting Office and DoD IG announcements, reports, and policy matters for inspection audit follow-up and non-criminal investigations.

14. The Auditor General. The Auditor General is responsible for all audit matters within the Department of the Army and is responsible to the Secretary of the Army for the operational performance of the U.S. Army Audit Agency. The Auditor General also is responsive to the Chief of Staff, Army for audit service. The ASA(FM) furnishes advice and assistance when requested by The Auditor General. Among the responsibilities of The Auditor General are—

a. Establishing Department of the Army audit policies.

b. Providing internal audit coverage of all levels and functions throughout the Department of the Army.

c. Approving contracts for all internal audits.

d. Implementing, within the Department of the Army, audit standards established by the Comptroller General of the United States.

e. Consulting with and assisting top managers in the Office of the Secretary of the Army, the Army Staff, and major commands on appropriate audit matters.

f. Coordinating all audit matters with the General Accounting Office, Office of the Secretary of Defense, DoD IG, and heads of the Navy and Air Force audit activities and for audit resolution and follow-up.

g. Conducting periodic evaluations of the effectiveness of Army Internal Review.

h. Providing technical audit training for Internal Review auditors in coordination with the ASA(FM).

15. Chief of Legislative Liaison. The Chief of Legislative Liaison (CLL) is responsible for the legislative affairs function for the Department of the Army. Among the responsibilities of the Chief of Legislative Liaison are—

a. Acting as sole directive agent for Congressional affairs policies and programs concerning HQDA.

b. Serving as liaison between the Department of the Army and committees of Congress, except with regard to appropriations, civil works, and printing which will be accomplished by the ASA(FM), ASA(CW), DISC4, respectively.

c. Providing the sole point of contact for the Department of the Army with members of Congress, their staffs, and all relevant committees, except as noted in paragraph 14b above.

d. Providing advice on the status of Congressional affairs affecting the Department of the Army and on legislative aspects of Army policies, plans, and programs.

- e. Serving as the central point of contact on all legislative initiatives and review and coordinating and forwarding Army position on all legislation.
- f. Acting as central point of contact for all Congressional correspondence.

16. Chief of Public Affairs. The Chief of Public Affairs (CPA) is responsible for the public affairs function for the Department of the Army. Among the responsibilities of the CPA are—

- a. Preparing, coordinating, and monitoring the public affairs strategies, plans, policies, specified Congressional allocations, and other programs for public information, community relations, and command information.
- b. Preparing Army public affairs doctrine, training, and combat and materiel development.
- c. Coordinating and monitoring the Civilian Aides to the Secretary of the Army Program.
- d. Managing the Army's Public Information Security Review Program.
- e. Executing the Department of the Army Command Information Program through print, video, and audio products.

17. Director, Office of Small and Disadvantaged Business Utilization. The Director, Small and Disadvantaged Business Utilization, is responsible for developing policies for implementation for small and disadvantaged businesses within the continental United States, as set forth in sections 8 and 15 of the Small Business Act, as amended, and other pertinent publications, directives, and executive orders. Among the responsibilities of the Director are—

- a. Developing systematic procedures in coordination with the ASA(RDA) to ensure the effective execution of the Small Business Act, as amended, and other pertinent publications, directives, and executive orders.
- b. Providing guidance and management on the Historical Black Colleges and Universities and Minority Institutions Program.
- c. Ruling on appeals from the Small Business Administration.
- d. Submitting appeals to the Administrator of the Small Business Administration concerning proposed Certificates of Competency.

18. Authority retained. The Secretary retains final oversight responsibility for intelligence and counterintelligence.

19. Delegation. Authority to perform the functions necessary to carry out the responsibilities described in this General Order is delegated consistent with the following provisions—

- a. The duties of the Under Secretary, as deputy to the Secretary, are not delegable to any other official. In the absence of the Under Secretary, these responsibilities will be retained by the Secretary or assumed by the Acting Secretary.
- b. In the event of the principal official's temporary absence or disability, the next senior official present for duty within the office shall act for and perform the principal official's duties. Among subordinate officials in equal or equivalent positions, the principal official may specify which is considered senior. For civilian positions requiring Senate confirmation, the acting official must be a civilian official.
- c. If the principal official's position becomes vacant, the next senior official present for duty shall perform the duties of the position until a successor is appointed, except as provided below—

- (1) For any civilian position requiring Senate confirmation—

(a) When it appears that the position will be vacant for more than 120 days, the General Counsel shall be consulted about the authority of the senior official to continue to perform statutory functions which may not be delegated below the Assistant Secretary level.

(b) A military officer may not assume the duties of such a civilian position.

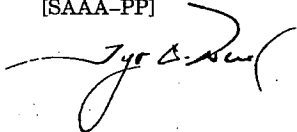
(c) The Secretary of the Army, acting for the President, may designate the Under Secretary, an Assistant Secretary, or the General Counsel to perform such duties instead.

(2) For other positions, the Secretary of the Army may designate any competent Army official to perform such duties instead.

20. Officers and officials of the Department of the Army shall report to the officials designated by this general order on those matters that fall within their respective areas of responsibilities.

21. Rescissions. Department of the Army General Order 17, 28 May 1991, is hereby rescinded.

[SAAA-PP]



Togo D. West, Jr.
Secretary of the Army

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